



For Information Only

**CITY OF BRISTOL
BOARD OF FINANCE AGENDA REQUEST FORM**

To: Board of Finance Commissioners

From: Human Resources Director
(Requesting Department)

Date: December 11, 2019
(Submission Date)

For the December 17, 2019 Board of Finance Meeting Agenda
(Date of Meeting)

This request is for:

(Please check the type of request and list in whole dollar amounts)

- ☒ Additional Appropriation \$ _____
- ☐ Transfer from Contingency \$ _____
- ☐ Transfer(s) \$ _____
- ☐ Grant \$ _____
- ☐ Carry-over(s) \$ _____
- ☐ Other

Approval:

This request was approved by the City Council at its meeting held on December 10, 2019.

Chris Joe, Town Clerk
(Department Head's signature)

All requests to appear on the Board of Finance meeting agenda for consideration must be submitted to Jodi McGrane in the Comptroller's Office by 10:00 a.m. Monday of the preceding week of the meeting. Board of Finance Meetings are held on the fourth Tuesday of each month at 5:30 p.m. in the Council Chambers.

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Board of Finance Agenda Request Form

Reason for request:

The purpose of the request is to refer to the Board of Finance for informational purposes the upgrades, changes and creation of positions according to the reorganization chart of the Water and Sewer Departments, as attached, retroactive to July 1, 2019.

Additional Appropriation(s) and/or Appropriation(s) complete the following:

Account	Account Name	Amount
_____	_____	_____
_____	_____	_____
_____	_____	_____

Transfer(s) complete the following:

From:	To:	Amount:
From: _____	To: _____	Amount: _____
From: _____	To: _____	Amount: _____
From: _____	To: _____	Amount: _____

Grants:

Total Amount: Grant \$ _____

City Share \$ _____ %

Federal/State Share \$ _____ %

Carry-overs list the following:

Account	Account Name	Amount
_____	_____	_____
_____	_____	_____
_____	_____	_____



City of Bristol
Office of Town and City Clerk
111 North Main Street
Bristol, Connecticut
(860)584-6200

December 11, 2019

Board of Finance
Diane M. Waldron, Clerk
City Hall
111 North Main Street
Bristol, Connecticut 06010

Dear Members:

At a meeting of the City Council on December 10, 2019 it was voted to upgrade, change and create positions according to the reorganization of the Water and Sewer Departments, as follows:

- Upgrade and change the title of the Water Department Office Manager (BPSA Salary Level 6) to Water and Sewer Department Office Manager (BPSA Salary Level 7);
- Upgrade and change the title of the Accountant/IT Support (Local #233 Salary Code 9) to Senior Accountant/IT Support (Local #233 Salary Code 12);
- Upgrade and change the title of the Administrative Assistant/Accountant-Water (Local #233 Salary Code 6) to Water and Sewer Administrative Assistant (Local #233 Salary Code 8);
- Upgrade and change the title of Administrative Clerk (Local #233 salary Code 5) to Administrative Collections Clerk (Local #233 Salary Code 6);
- Upgrade and change the title of Water Billing Clerk (Local #233 salary Code 5) to Water and Sewer Billing Clerk (Local #233 Salary Code 6);
- Upgrade and change the title of Administrative Clerk (Local #233 salary Code 5) to Administrative Assistant and Closings Clerk (Local #233 Salary Code 6);
- Create a new position of Sewer Construction Coordinator (Local #1338 Code 7);
- Upgrade and change the title of the Superintendent of Water (Non-bargaining Salary Level 11B, Step 7) to Superintendent of Water and Sewer (Non-bargaining – Salary Level 12C).

It was also voted that these upgrades, changes and creations be retroactive to July 1, 2019 and to refer them to the Board of Finance for informational purposes.

Very truly yours,

A handwritten signature in cursive script, appearing to read "Therese Pac".

Therese Pac, MCTC, MMC
Town and City Clerk

TP/dml